

D.N.J. LBR 1007-2 MAILING - LIST OR MATRIX

- (a) The matrix shall consist of an alphabetized mailing list of creditors, equity security holders, partners and other parties in interest with complete names and addresses, including zip codes. A complete matrix shall be filed with the petition, schedules and statement of affairs. The matrix shall be supplemented when an Amendment to Schedules D, E or F is filed which adds a creditor(s).
- (b) The matrix shall be arranged in a single column on each page, left justified, with margins of at least one inch using one of the following standard fonts in 10 or 12 point size:
 - (1) Times New Roman
 - (2) Arial
 - (3) Verdana
- (c) Each name and address block shall consist of no more than five lines with at least one blank line between each block. Each line shall be no more than 40 characters in length.
- (d) A matrix submitted with a conventionally filed petition, and containing 20 or more parties shall be submitted on CD-ROM in accordance with instructions provided by the clerk. A paper copy shall also be provided.
- (e) A matrix submitted electronically shall be prepared in accordance with [instructions](#) provided by the clerk.

1997 Comment: Formerly Local Rule 2(c) (1) - (4)

2001 Comment: Subdivision (e) is intended to guide the procedure for submission of a matrix electronically.

2010 Comment: This rule is amended to reduce the threshold for submission of a List of Creditors on electronic media.

Reference: Fed. R. Bankr. P. 1009 Amendments of Voluntary Petitions, Lists, Schedules and Statements; [D.N.J. LBR 1009-1](#).